2016 INVENTORY OF NOT PUBLIC DATA ON INDIVIDUALS Yellow Medicine County	Responsible Authority - Michel	le May Finance Manager	Department/Division:	Finance & Administration				
Name of Form, Record, File, System, or Process	Description (Purpose, what it collects, in terms understandable by general public)	Classification	Citation for Classification	Designee (Name, Title)				
Abstracts of county checks and receipts	Listing of all county expenditures and receipts, including payroll information	Private	M.S. 13.46 (Welfare Data) & 13.355 (SSN)	Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor				
Benefit overpayment files	Client financial information	Private	M.S. 13.46 & 13.355	Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor				
Cancelled checks	Cancelled county checks	Private	M.S. 13.46	Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor				
Checking account numbers	Checking account numbers	Private	M.S. 13.37	Beth Bjorndal, Finance & Admin. Deputy				
Checks received and banking documents	Checks processed for deposit to county bank accounts, NSF checks, ACH transactions, and bank wires	Private	M.S. 13.46 & 13.355	Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor				

Other department collections	•								M.S.	<u> </u> 13.46			Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor					
A/P Information	Vouchers, claim forms, and other supporting accounts payable documentation including HIPAA and medical information				ate				M.S.	13.46			Michelle May, Finance Manager Brenda Peterson, Fiscal Supervisor					
Miscellaneous payroll reports	weekly payroll (deductions, ir	Annual, monthly, and bi- weekly payroll reports (deductions, insurance, union dues, new hire, etc.)				ıblic uı od. 2)	nder I	M.S.	M.S. and 5	13.43,	subd	. 4	Beth Bjorndal, Finance & Administration Deputy					
Monthly and quarterly wage reporting	and social secu	Records of employee wages and social security number for unemployment (DES, DEED)				Private (unless public under M.S. 13.43, subd. 2)					subd .355	. 4	Beth Bjorndal, Finance & Administration Deputy					
Payroll - bi-weekly chec and timesheets	employee pay	Records of bi-weekly employee payroll deduction and contribution amounts							M.S. and 5	13.43, 5	subd	. 4	Beth Bjorndal, Finance & Administration Deputy					
Payroll W-2's	Records of em deductions	Priv	Private					I Secu 13.43, 5 & 13	subd		Beth Bjorndal, Finance & Administration Deputy							
Garnishments	Records of em deductions	ployee pa	yroll	Priv	Private					13.43,	subd	. 4	Beth Bjorndal, Finance & Administration Deputy					

Vendor payment voucher form	Social sec	curity nu	mber		Private					M.S.	Beth Bjorndal, Finance & Administration Deputy										
W9 and 1099 forms	Collect proper social security					Private					M.S. 13.355 & M.S.					Beth Bjorndal, Finance &					
	number for 1099 and payment										13.43, subd. 4					Administration Deputy					
	purposes. Distribute to payees										,						•	•			
	and file w																				
	activity fo	•	•																		
		T																			
Yellow Medicine County	Responsi	Responsible Authority - Ashley Soine Human Resources										Department/Division: Finance & Administration									
,	Coordina				,							•									
Name of Form, Record,	Descripti	Description					tion			Citat	Desi	Designee									
File, System, or Process	(Purpose, what it collects, in terms understandable by general public)										Classification					(Name, Title)					
Benefit enrollment and	Open enr	ollment,	, new	hire	Priv	ate				M.S.	13.43	, subd	4	Ashl	ey So	oine -	HR	•			
history information	benefit st	atus cha	ange, l	leave of	:									Coordinator							
	absence,	pension	activi	ity,																	
	deduction authorizations																				
Labor Union Contracts	Labor rela	or relations information			Priv	Private				M.S. 13.37				Micl	Michelle May, Finance						
	presented during the collective bargaining process.											Manager									
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